



MINUTES

City Council Regular Meeting

6:00 PM - Tuesday, November 26, 2019

Council Chambers, 15728 Main Street, Mill Creek, WA 98012

Minutes are the official record of Mill Creek City Council meetings. Minutes summarize the council meeting and documents any actions taken by the Council.

A recording of this City Council meeting can be found [here](#)

The agenda packet for this City Council meeting can be found [here](#).

CALL TO ORDER

Mayor Pruitt called the meeting of the Mill Creek City Council to order at 6:00 p.m. and led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

OATH OF OFFICE

- A. Oath of Office for Newly Elected Councilmembers, John Steckler and Stephanie Vignal
(Mayor Pam Pruitt)

Mayor Pruitt performed the Oath of Office and Councilmembers Steckler and Vignal were sworn in.

ROLL CALL

Councilmembers Present:

Pam Pruitt, Mayor

Brian Holtzclaw, Mayor Pro Tem

Vince Cavaleri, Councilmember

Mike Todd, Councilmember

Mark Bond, Councilmember

John Steckler, Councilmember

Stephanie Vignal, Councilmember

AUDIENCE COMMUNICATION

- B. Public comment on items on or not on the agenda

Snohomish County Councilmember and Mill Creek Resident Terry Ryan congratulated recently elected Councilmembers Vignal and Steckler. He reported that Snohomish County passed its budget and it includes a \$100,000 grant award to the City of Mill

Creek for a capital improvement project. Councilmember Ryan also thanked the City Manager for his hard work.

PUBLIC HEARINGS

- C. Public Hearing/Comment on the 2019 - 2020 Mid-Biennium Budget Adjustments
Mayor Pruitt opened the public hearing at 6:08 p.m. and invited City Manager Michael Ciaravino and Interim Finance Director Tara Dunford to begin the conversation. Ms. Dunford presented an updated slideshow on the proposed 2019-2020 Mid-Biennium Budget Amendment and offered to answer questions from Council.

At 6:14 p.m. Mayor Pruitt opened the public comment portion of the Public Hearing. No one from the public signed up to speak at the public hearing. Public comment via email came from Ms. Peggy Lauerman.

Mayor Pruitt opened discussion for Councilmembers at 6:15 p.m. City Council engaged in discussion.

At the direction of Council, Director of Public Works and Development Services Gina Hortillosa presented a slideshow regarding the proposed Public Works Workshop project. Ms. Hortillosa gave an overview of the project including the need for a larger space and the locations that have been proposed.

City Council engaged in discussion.

At 7:38 p.m. Mayor Pruitt closed the public hearing and continued it to the December 3, 2019 City Council Meeting.

[Agenda Summary & Attachments](#)
[2019 MID-BIENNIUM BUDGET AMENDMENT11.26](#)

[11-26-19 Study Session PW WorkShop Three Options](#)
[Nov. 26, 2020 PLauerman Email Budget Amendment](#)

- D. Public Hearing/Comment on Property Tax & EMS Levies for 2020

Mayor Pruitt opened the Public Hearing at 7:39 p.m.

City Manager Michael Ciaravino introduced Interim Finance Director Tara Dunford who presented a slideshow about the Property Tax and EMS Levies for 2020.

Council engaged in discussion.

At 7:56 p.m. Mayor Pruitt opened the public comment portion of the Public Hearing.

Jon Ramer, City of Mill Creek resident and Parade Coordinator, spoke in favor of a 1% increase.

Barbara Heidel, City of Mill Creek Resident, commented that she is in favor of the 1%

increase in property tax if it will help back-fill the vacancy in the police department left by the second SRO position.

County Councilmember Terry Ryan congratulated staff for their detailed presentations and stated he was in favor of the 1% increase. He also commented on the potential Silver Lake Water District property purchase for the Public Works shop and recommended that the City Council to make a decision and move forward.

Mayor Pruitt closed the Public Comment portion at 8:05 p.m.

Council engaged in discussion.

Mayor Pruitt closed the Public Hearing at 8:21 p.m.

[Revised Agenda Summary Tax Levy Item](#)
[Revised Attach A. ORD 2019- Property Tax 0%](#)
[Revised Attach B. ORD 2019- Property Tax 1%](#)
[Revised Attach C. ORD 2019- EMS Tax Levy 0% - Copy](#)
[revised Attach D. ORD 2019- EMS Tax Levy 1%](#)
[Attach E. Preliminary Valuation Letter](#)
[Attach F. General Fund Fund Balance Projections](#)

OLD BUSINESS

- E. Appointment to the Park & Recreation Board
(Council Interview Committee: Councilmember Cavaleri and Councilmember Vignal)

Councilmember Cavaleri spoke about the status of Park & Recreation Board membership and the recommended that Michael Bower be appointed.

[Agenda Summary and Appointment](#)

Councilmember Stephanie Vignal made a motion to appoint Michael Bower to the Park and Recreation Board for the term expiring on October 31, 2022. Councilmember Cavaleri seconded the motion. The motion passed unanimously.

- F. 2019 -2020 Mid - Biennium Budget Amendments
(City Manager Michael Ciaravino and Interim Finance Director Tara Dunford)

[Agenda Summary & Attachments](#) [2019 MID-BIENNIUM BUDGET AMENDMENT11.26](#)

- G. 2020 Property and EMS Tax Levies
(City Manager Michael Ciaravino and Interim Finance Director Tara Dunford)

[Revised Agenda Summary Tax Levy Item](#)
[Revised Attach A. ORD 2019- Property Tax 0%](#)
[Revised Attach B. ORD 2019- Property Tax 1%](#)

[Revised Attach C. ORD 2019- EMS Tax Levy 0% - Copy](#)
[revised Attach D. ORD 2019- EMS Tax Levy 1%](#)
[Attach E. Preliminary Valuation Letter](#)
[Attach F. General Fund Fund Balance Projections](#)

Mayor Pro Tem Holtzclaw motioned to extend the City Council Meeting until 9:00 p.m. Councilmember Todd seconded the motion. The motion passed unanimously.

Mayor Pro Tem Holtzclaw motioned to approve Ordinance **2019-846*** implementing a 1% increase to the Property Tax Levy for 2020: As an Ordinance of the City of Mill Creek, Washington, Establishing the Regular Property Tax Levy Upon All Property: Real, Personal and Utility Subject to Taxation Within the Corporate Limits of the City of Mill Creek for the Fiscal Year Commencing January 1, 2020; and Establishing an Effective Date. Councilmember Todd seconded the motion. The motion passed 6-1-0 with Councilmember Cavaleri's vote against.

Councilmember Todd motioned to approve Ordinance **2019-847*** implementing a 1% increase regarding the establishment of the City's Emergency Medical Services (EMS) property tax levy for 2020; as an Ordinance of the City of Mill Creek, Washington Establishing the Emergency Medical Services Property Tax Levy Upon All Property; Real, Personal and Utility Subject to Taxation within the Corporate Limits of the City of Mill Creek for the Fiscal year Commencing January 1, 2020; and Establishing an Effective Date. Councilmember Steckler seconded the motion. The motion passed unanimously.

***At the December 3, 2019 Ordinance numbers 2019-846 and 2019-847, adopted above, were corrected to be ordinance numbers 2019-854 and 2019-855. Ordinance numbers 2019-846 and 2019-847 have already been used.**

CONSENT AGENDA

- H. Approval of Checks 61156 through 61237 in the Amount of \$668,879.65.
(Audit Committee: Councilmember Cavaleri and Mayor Pro Tem Holtzclaw)
[Check Vouchers](#)
- I. Payroll and Benefit ACH Payments in the Amount of \$298,565.11
(Audit Committee: Councilmember Cavaleri and Mayor Pro Tem Holtzclaw)
[Payroll Vouchers](#)
- J. City Council Meeting Minutes of November 12, 2019
[11-12-19 Minutes](#)
- K. City Council Meeting Minutes of June 4, 2019
[6-4-2019 Minutes](#)
- L. City Council meeting Minutes June 11, 2019
[6-11-2019 Minutes](#)

Councilmember Cavaleri motioned to approve the consent agenda excluding the June 4, 2019 City Council meeting minutes. Councilmember Holtzclaw seconded the motion. The motion passed unanimously.

Councilmember Todd requested to pull City Council Meeting Minutes of June 4, 2019 for correction until the next City Council Meeting on December 3, 2019. Councilmember Todd would like to work with staff on scrivener's errors on the June 11, 2019 and November 12, 2019 meeting minutes as well.

REPORTS

M. Mayor/Council

Mayor Pruitt reported that she attended the Snohomish County 911 meeting where one of the discussions was about new technology for first responders. The Mayor is excited about new technology that helps keep Police Officers and First Responders safe.

Mayor Pro Tem Holtzclaw reported on the following:

- the Service Experience Team (SET) meeting for the month of November was cancelled;
- the Housing Affordability Response Team (HART) meeting will not meet in the month of December, but will reconvene for its final meeting on January 9, 2019; Mayor Pro Tem Holtzclaw will circulate the HART draft report by December 6th to give Councilmembers the opportunity to share any comments or concerns at the next meeting;
- attendance at the Mill Creek Boulevard Advisory Committee along with Councilmember Vignal and Councilmember Todd. Mayor Pro Tem Holtzclaw reported that the consultant facilitated a good presentation and that discussion was productive;
- Shannon Affholter, Former Council Member of Everett and Executive Director of Master Builders Association of King and Snohomish Counties, contacted Mayor Pro Tem Holtzclaw to start discussions with the City regarding participation in an apprenticeship/internship program for high school juniors and seniors in the Everett School District. Mayor Pro Tem Holtzclaw is coordinating a meeting between himself, Mr. Affholter, and City Manager Michael Ciaravino to discuss the internship opportunity for this coming summer.

Councilmember Todd gave an update on the following:

- the Transportation Policy Board meeting at the Puget Sound Regional Council (PSRC) is discussing the impact of Washington Initiative 976 and WSDOT's ability to fund projects;
- the Snohomish County Committee for Improved Transportation (SCCIT) meeting continues to have discussions about how the region will be impacted by Initiative 976.

Councilmember Vignal reminded Council about the meeting with two Robotics teams on December 3, 2019 prior to the Council meeting. The first presentation will start at 5:00 p.m. with the second presentation scheduled for 5:30 p.m. In order to streamline

the process of Robotics team requests, Councilmember Vignal notified the Council that she has been in contact with a representative that manages all the Robotics teams in Mill Creek. This person will serve as the one point of contact for any future requests.

Councilmember Todd clarified that the December 3rd, 2019 City Council Meeting will start at 6:00 p.m. The City will notice a special meeting, in the event of a quorum, and the presentations are scheduled for 5:00 p.m. and 5:30 p.m. with the Robotics Teams.

N. City Manager

- [Council Planning Schedule](#)

O.

- [Financial Report Q3 2019](#)
- [Design Review Board Meeting Minutes of October 24, 2019](#)

AUDIENCE COMMUNICATION

P. Public comment on items on or not on the agenda

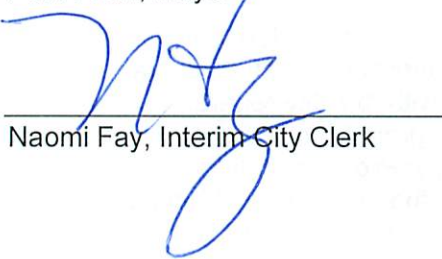
There were no public comments from the audience.

ADJOURNMENT

Q. Mayor Pruitt adjourned the meeting at 8:45 p.m.



Pam Pruitt, Mayor



Naomi Fay, Interim City Clerk

Naomi Fay

From: Peggy Lauerman <plauerman@comcast.net>
Sent: Tuesday, November 26, 2019 1:10 PM
To: Naomi Fay
Cc: Michael Ciaravino; Scott M. Missall
Subject: Budget Amendment

CAUTION: This email originated from outside the City of Mill Creek. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Naomi,

As part of the public hearing, I would like the council to be aware that the information that is contained in the budget amendment is factually incorrect.

To that end, will you please leave a copy of this email sent to City staff so they are aware of the inaccuracy?

Also, given the large amendment for legal fees, a breakdown from the City Manager would be appropriate for the residents of this community.

Thank you,
Peggy Lauerman

Sent from my iPhone

Begin forwarded message:

From: Peggy Lauerman <plauerman@comcast.net>
Date: November 22, 2019 at 4:13:00 PM PST
To: tarad@cityofmillcreek.com
Subject: Budget Amendment

Hi Tara,

I hope all is well with you.

I wanted to provide you with some insight on the budget amendment that was prepared. I know it is hard for someone in your position to come into a situation where there isn't a transition from former personnel to provide relevant history.

To that end, the budget amendment as it relates to the following is factually incorrect:
Increase City Manager budget to reflect cost of Interim City Manager and City Manager search firm contracts which were not included in the 2019-2020 budget, net of salary savings (\$100,000).

The interim City Manager was budgeted for four months at \$23,250 for 4 months for a total of \$93,000. In addition, the CM salary was budgeted from the beginning of the year to provide a contingency for unknowns about start date, overlap with interim CM, sign on bonus etc. These additional contingencies

were sufficient to cover the additional time the council required of the interim CM which were not contemplated in the base contractual amount.

The headhunter fees were anticipated to be ~ \$30k. \$10k was paid for in 2018 and \$20k was budgeted in the new biennium. This budget was exceeded when additional due diligence was performed by the City Council during the hiring process for the City Manager.

If you have any questions, please feel free to let me know.

Thank you,
Peggy